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3 BILL NO. 78-05- 12

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5 SPECIAL ORDINANCE NO. S- 79-78

6 AN ORDINANCE ESTABLISHING GUIDELINES  
7 FOR THE FIRE DEPARTMENT TUITION  
8 REFUND PROGRAM

9 WHEREAS, the Common Council of the City of Fort Wayne  
10 has allocated in the 1978 Budget a sum of \$12,000 (Account  
11 Number 10-730) to be used as a Tuition Refund Program for  
12 members of the Fort Wayne Fire Department; and

13 WHEREAS, the Common Council desires to specify guide-  
14 lines for the use of said funds.

15 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY  
16 OF FORT WAYNE:

17 SECTION 1. Eligibility Requirements:

18 Any person who is an active member of the Fort Wayne Fire  
19 Department may qualify for the Fire Department Tuition  
20 Refund Program. Participation in the program is entirely  
21 voluntary. No guarantee of present status or future promotion  
22 is implied by approval of enrollment or successful completion  
23 of any course.

24 SECTION 2. Accepted Schools:

25 Courses may be taken at any college or university which  
26 is accredited by a recognized accreditation agency such as  
27 North Central, Western, or Southern Associations of Colleges.

28 SECTION 3. Approved Courses:

29 1. Courses selected must meet one or more of the  
30 following requirements:

- 31 a. Part of a curriculum leading to a degree  
32 in a Fire Department job-related field;  
33 b. Expected to prepare the individual for  
34 future assignments within the Fort  
35 Wayne Fire Department;  
c. Designed to improve the job performance  
of the fire fighter above basic skill  
levels;

- 1 d. Designed to provide both basic life  
2 support and advanced life support skills;
- 3 e. Approved courses also include those  
4 endorsed by the Engineer's Council at  
5 Universities that are members of the  
6 National University Extension Associa-  
7 tion, and those endorsed by the  
8 National Fire Prevention and Control  
9 Administration, or in the case of  
10 special job-related courses, by the Fire  
11 Chief of the Fort Wayne Fire Department.

12 2. All courses must consist of at least 40 instructional  
13 hours, unless hour requirements are waived by the Fire Chief.

14 SECTION 4. Reimbursements:

15 1. Members of the Fort Wayne Fire Department shall be  
16 reimbursed for the full amount of tuition, laboratory fees  
17 and textbooks if:

- 18 a. The individual has received approval by the  
19 Fire Chief of his application for the  
20 Fire Department Tuition Refund Program  
21 prior to course enrollment;
- 22 b. The original copy of paid receipts from  
23 the school or college, and evidence of  
24 a course grade of C or above be presented  
25 to the Office of the Fire Chief within  
26 60 days after course completion.

27 SECTION 5. Exceptions to Reimbursement:

- 28 a. Governmental educational benefits, such  
29 as those under the G.I. Bill shall be used  
30 to pay any refundable costs before the  
31 Fire Department Tuition Refund Program  
32 funds are applied to those costs;
- 33 b. If for any reason a person cannot complete  
34 the course being taken, tuition and other  
35 expenses shall not be reimbursed through  
the Fire Department Tuition Refund Program;
- 36 c. Under no circumstances shall the Fire Department  
37 Tuition Refund Program provide payment for  
38 such expenses as transportation, parking fees,  
39 food, lodging, or other personal costs.

40 SECTION 6. Application for Fire Department Tuition  
41 Refund Program:

42 Procedures for application for the Fire Department Tuition  
43 Refund Program shall be formulated and made available to each  
44 member of the Fort Wayne Fire Department through the Office of  
45 the Fire Chief.

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3 SECTION 7. Effective Date of Ordinance:

4 This Ordinance shall be in full force and effect  
5 from and after its passage and approval by the Mayor.  
6

7 *Vivian G. Schmidt*  
8 Councilwoman  
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33 Approved as to form and legality  
34 this 4th day of May, 1978.

35 *John H. Logan*  
John H. Logan, Attorney for Common Council

Read the first time in full and on motion by V. Schmidt, seconded by

Hinga, and duly adopted, read the second time by title and referred to the Committee on Regulations (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATE: 5-8-78

Charles W. Westerman  
CITY CLERK

Read the third time in full and on motion by V. Schmidt,

seconded by Hinga, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	_____	_____	_____	_____
<u>BURNS</u>	<u>✓</u>	_____	_____	_____	_____
<u>HINGA</u>	<u>✓</u>	_____	_____	_____	_____
<u>HUNTER</u>	<u>✓</u>	_____	_____	_____	_____
<u>MOSES</u>	<u>✓</u>	_____	_____	_____	_____
<u>NUCKOLS</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT, D.</u>	<u>✓</u>	_____	_____	_____	_____
<u>SCHMIDT, V.</u>	<u>✓</u>	_____	_____	_____	_____
<u>STIER</u>	<u>✓</u>	_____	_____	_____	_____
<u>TALARICO</u>	<u>✓</u>	_____	_____	_____	_____

DATE: 5/23/78

Charles W. Westerman  
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

(ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE

(RESOLUTION) No. S-79-78 on the 23rd day of May, 1978

ATTEST: (SEAL)

Charles W. Westerman  
CITY CLERK

Samuel J. Talarico  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 24th day of May, 1978, at the hour of 10:30 o'clock A M., E.S.T.

Charles W. Westerman  
CITY CLERK

Approved and signed by me this 26th day of May, 1978, at the hour of 11:00 o'clock 4 M., E.S.T.

Rahel Kumchong  
MAYOR

Bill No. S-78-05-12

REPORT OF THE COMMITTEE ON REGULATIONS

We, your Committee on Regulations to whom was referred an Ordinance  
ESTABLISHING GUIDELINES FOR THE FIRE DEPARTMENT TUITION REFUND  
PROGRAM

have had said Ordinance under consideration and beg leave to report back to the Common  
Council that said Ordinance Do PASS.

VIVIAN G. SCHMIDT - CHAIRMAN

JOHN NUCKOLS - VICE CHAIRMAN

WILLIAM T. HINGA

DONALD J. SCHMIDT

JAMES S. STIER

*Vivian G. Schmidt*  
*John Nuckols*  
*William T. Hinga*  
*Donald J. Schmidt*  
*James S. Stier*

5-23-78  
DATE

CONCURRED IN

CHARLES W. WESTERMAN, CITY CLERK

NOTE: A Fire Fighter's participation in the Tuition Refund Program is entirely Voluntary and should be undertaken only at his own initiative. No guarantee of present or future promotion is implied by approval of enrollment in or successful completion of a course.

#### REFUNDS

You will be reimbursed for the full amount of the tuition, lab fees and textbook requirements you have paid PROVIDED you:

1. Received APPROVAL of your Application for Tuition Refund prior to enrolling in the course.
2. Presented the ORIGINAL copy of the PAID RECEIPTS from the school and evidence of satisfactory completion of the course (grade slip) within 60 days of the completion date to the Fire Chief.
3. Have FIPST used any Governmental Educational Benefits for which you are eligible.
4. Should you be unable to successfully complete your course(s), FOR ANY REASON, your tuition payments will NOT be refundable from the Fire Department.

NOTE: This plan does NOT provide for the payment of any other expenses connected with participation in such a course, such as: Transportation, parking fees or food and lodging.

#### PROCEDURES TO FOLLOW WHEN APPLYING FOR A TUITION REFUND

1. Each school term, you must complete an application for tuition refund and submit it to the Fire Chief for approval before enrollment.
2. Be sure to fill out the application completely, taking care to checkmark whether or not you are eligible to receive Governmental Educational Benefits, where indicated.
3. Special courses, as previously described, needing the approval of the Fire Chief, shall be acted upon within 14 calendar days.
4. Provide the Fire Chief with the ORIGINAL copy of your paid receipts and grade slip or evidence of the successful completion of the course (in the case of non-credit course where no grades are issued) within 60 days of completion.

FORT WAYNE FIRE DEPARTMENT

APPLICATION FOR TUITION REFUND

Duplicate forms must be filed: Original retained by Fire Chief and the carbon copy will be returned to applicant after consideration.

EMPLOYEE REQUEST (to be completed by the employee)	NAME: LAST (please print) FIRST INITIAL DATE				
	ADDRESS & ZIP CODE				
	I WISH TO RECEIVE APPROVAL OF THE FOLLOWING COURSE(S) FOR TUITION REFUND:				
	ACCREDITED EDUCATIONAL INSTITUTION	COURSE(S) AND NO.	START	END	ESTIMATED COSTS
					\$
				\$	
				\$	
<p>THE ABOVE COURSE(S) IS (ARE) BEING TAKEN:</p> <p><input type="checkbox"/> as part of a curriculum leading to the degree of _____ by (date) _____. Number of degree hours required: _____ hours completed to date: _____.</p> <p><input type="checkbox"/> as a special non-degree course.</p> <p>NON-DEGREE REQUIREMENTS: a special non-degree course(s) must be job related, will improve your performance or will help prepare you for a future assignment(s) with the Fort Wayne Fire Department.</p> <p>PLEASE EXPLAIN BRIEFLY HOW THE COURSE(S), YOU WISH TO ENROLL IN, WILL HELP YOU:</p> <p> </p> <p> </p>					
<p>I ( <input type="checkbox"/> AM <input type="checkbox"/> AM NOT ) ELIGIBLE TO RECEIVE GOVERNMENTAL EDUCATIONAL BENEFITS.</p> <p>SIGNED BY _____ DATE: _____</p> <p>EMPLOYEE: _____</p>					
FIRE CHIEF	<p>EXPLAIN BRIEFLY HOW THE COURSE(S) WILL HELP THE EMPLOYEE AND WHY YOU RECOMMEND APPROVAL OF THIS REQUEST:</p> <p> </p> <p> </p> <p> </p>				
	<p>APPROVED BY _____ DATE: _____</p> <p>FIRE CHIEF: _____</p>				
	<p>TO CONTROLLER:</p> <p>THE ABOVE EMPLOYEE IS ENTITLED TO RECEIVE \$ _____ REFUND UNDER THE TUITION REFUND PLAN, FOR COURSE(S) DESCRIBED ABOVE FOR FEES PAID.</p> <p>SIGNATURE OF PERSON IN CHARGE OF PLAN _____</p> <p>DATE _____</p>				
REFUND AUTHORIZATION					

PROCEDURES  
OF  
THE FORT WAYNE FIRE DEPARTMENT  
TUITION REFUND PROGRAM

GENERAL PURPOSE

The Fire Department Tuition Refund Program was conceived to enable YOU to continue your education without undue financial hardship.

ELIGIBILITY

If you are a Fire Fighter with the City of Fort Wayne, you are eligible for participation in the Tuition Refund Program on a voluntary, off-hour basis, providing that whatever G.I. Educational Benefits available to you are FIRST applied to your educational pursuits. Any amounts remaining thereafter can then be covered by the Program.

ACCEPTED SCHOOLS

You must enroll in residence or correspondence schools that are ACCREDITED by a recognized agency, such as: North Central, Western, or Southern Associations of Colleges or the Engineer's Council by universities that are members of the National University Extension Association; also, those courses approved by the National Fire Prevention and Control Administration. The Fire Chief may approve a particular job-related course.

APPROVED FORT WAYNE SCHOOLS INCLUDE:

1. Vocational & Continuing Education
2. Indiana University Regional Campus
3. Purdue University Regional Campus
4. St. Francis College
5. Indiana Institute of Technology
6. Indiana University, Division of General & Technical Studies
7. Indiana Vocational Technical College (IVY Tech)

APPROVED COURSES

Any course you select is acceptable if it meets one or more of the following:

1. Part of a curriculum leading to a degree in a field that is JOB RELATED.
2. It is expected to prepare you for future assignments within the Fort Wayne Fire Department.
3. Courses of instruction designed to enhance the job performance of the Fire Fighter above the Basic Skills Levels.
4. Courses designed to provide both Basic Life Support and Advanced Life Support Skill Levels.

NOTE: Special Courses must consist of at least 40 instructional hours.